

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of July 11, 2023 Meeting**

#### **ACCL, Multi-Purpose Room A, 4:00 pm**

Chair Russell called the meeting to order at 4:05 pm. Trustees in attendance are Mr. Acey, Ms. Ritter, Mr. Woods, Mr. Timmons, Mr. Bray, Ms. Carter, Ms. Lynch, Ms. Bogue, Ms. Russell, Ms. Cullen, and Ms. Cox. Absent were Ms. Brickman, Mr. Scott, Ms. Linthicum, Mr. Jordan, Ms. Hall, and Mr. Mason. Staff members present were Ms. Bell, Ms. Price, Ms. Plaksin, Ms. Mayfield, Ms. Green, Ms. Hood, Ms. Josey, Ms. Shull, Ms. Shimobi-Obijuru, Ms. Calia, Ms. Lavengood, Ms. Schuman, and Ms. Higginbottom & Ms. Clark of Clark Outsourcing.

**Announcements:** None

**Public Comment:** None

#### **Approval of Minutes:**

- The draft minutes of the April 11, 20223 meeting were unanimously approved with the following edit: meeting was held in the boardroom (motioned by Mr. Timmons, seconded by Mr. Woods)

Ms. Price made the necessary edit.

#### **Approval of Agenda:**

- The July 11, 2023 meeting agenda was adopted. Unanimously approved. (motioned by Mr. Timmons, seconded by Mr. Acey)

#### **Financial Report:**

Ms. Bell introduced new ARLS Business Manager, Lorrie Lavengood. Ms. Lavengood has been in her position since July 6, 2023. Ms. Lavengood comes to ARLS with a host of knowledge and experience in local government, nonprofit, international, and private sector accounting.

Ms. Lavengood informed the Board that the GHI/SHB share per employee will increase substantially in January 2024 (by approximately \$45,000). This information was not available when the budget was initially submitted, and because of this, changes had to be made to the proposed budget to make up for the GHI increase. GPLS is attempting to mitigate this issue.

Financial documents were presented to each board member. Ms. Lavengood noted that changes were made to the format for more transparency.

Ms. Lavengood and the Business Office continue to work on the Blackbaud to MIP migration clean up.

Financial Report FY2023 Q4 was unanimously accepted. (motioned by Ms. Bogue, seconded by Mr. Acey)

### **Committee Reports:**

#### ● **Friends of the Library**

In Ms. Linthicum's absence, Ms. Green gave the report. She was pleased to report that Family Fun day was a great success. The FOL board has welcomed several new members. The Friends will have their first meeting of the fiscal year tonight. The Friends are preparing for the fall book sale that will be held in September.

#### ● **Winterville**

Mr. Scott was not present to give the report. Ms. Bell gave the report in his absence. Branch Manager, Deidre Murray, and State Librarian, Julie Walker, were Co-Marshals at the Marigold Festival. Patrons of the library were treated to a special train ride. The Mayor and other Winterville officials acted as conductor and gave families a ride on the Marigold Express. This was a very popular event.

#### ● **Foundation**

Ms. Bogue gave the report. She reported that the Foundation is now working through the quiet phase of the feasibility study. The Merrill Lynch balance is 1,726,108.00; up by 7.86%.

### **Director's Report:**

Director Bell gave the report. She started by introducing Darcy Calia as the new PIO. Darcy is a graduate of the University of Georgia and comes to ARLS with 6 years of marketing and advertising experience.

Two staff members of ACCL were selected as recipients of the ALA Spectrum Scholar program. Nike' Shimobi-Obijuru, Circulation Services Coordinator, and Jordan Rhym, Heritage Room Intern, both received this very prestigious honor. They are both in an accredited MLIS program.

The Library's budget contract and insurance information was submitted to the county for approval on June 22, 2023. We were notified in March that the State Health Benefit Program (SHBP) **may** be increasing the employer share for all eligible staff starting January 2024. They are proposing a substantial increase of \$250 per month for each employee. Furthermore, they are expecting the employer share to increase by \$250 (per employee) every January through FY27. This proposal would increase the employer share from its current \$843 per month, to \$1580 per month by FY27.

Unfortunately, we did not know about this increase before submitting the budget request to ACCUG for FY24, so some changes in the amounts that we can award staff will be different from what was originally planned. The revised proposed FY24 budget was presented to the Board.

Next year's TRS (pension) is also expected to increase.

Ms. Bell assured the Board that in the future, the proposed increases will be considered in the budget, now that we are aware. GPLS will keep us informed of any changes.

The library received notification from Pinewoods Estates that we would have to start paying a monthly \$343 lot rental fee for the adjoining lots of the Resource Center if all structures and plants were not removed by the end of June. Director Bell consulted with the Grounds Committee to seek counsel. It was decided that prior year funds be used to complete the lot clean up to avoid additional monthly lot fees. Ms. Bell thanked Assistant Director Toby Mayfield for her leadership in this matter. She directed Board members to the letter from Pinewoods Estates and receipt documents included in their handouts. Management has also requested power washing of the building, as well as new underpinning. The board members discussed paying for the requested maintenance of the Pinewoods Resource Center.

Ms. Bogue made the motion to go with the least expensive quote. Ms. Carter seconded the motion.

Ms. Cullen expressed concern regarding the quote being expensive. Ms. Cullen volunteered to search for a more cost effective quote.

Mr. Timmons called for the vote to be held until the Board can review the lease. Board members agreed.

Director Bell was happy to report that Evelyn Rushing was hired as the new Pinewood Branch Manager. Ms. Rushing will start her new position on July 14th.

ACCUG is upgrading the Lay Park Community Center, and Lay Park has requested that we purchase a new book drop; as the current book drop is very worn, but sturdy. To save on costs, we had the book drop wrapped. Board members were directed to the picture of the freshly painted and colorful, renovated book drop included in their handouts. Board members were pleased.

Ms. Bell will ask the Regional Board for their approval to permanently move Staff Development Day to the third Wednesday of November to accommodate the library facility being used as a voting site. SDD will be held on November 15th this year.

Lastly, Director Bell informed the Board that former Branch Manager, Austin Jenkins of Oglethorpe County Library, has accepted a part-time position as the assistant to Assistant Director Toby Mayfield. Mr. Jenkins has a wealth of knowledge and will be an asset in this position.

### **Communications: None**

### **New Business: None**

### **Board Actions:**

- Acceptance of the proposed FY24 budget. (motioned by Mr. Timmons, seconded by Ms. Lynch) Unanimously accepted.
- Approval to use MRR funds for the completed roofing project. (motioned by Ms. Bogue, seconded by Mr. Woods) Unanimously approved.

**Old Business:** None

**Meeting was adjourned at 5:09 p.m. by Chair Russell** (motioned by Ms. Bogue, 2nd by Mr. Timmons) Unanimously approved.

**Next Meeting - October 10, 2024 at 4:00 p.m.**